



## Appendix A – Planning Process Documentation



# Meeting Agenda

**Date:** June 27, 2007

**Time:** 9:00am – 12:00pm

**Title:** State Multi-Hazard Mitigation Plan Update  
Planning Team Meeting #1

**Attendees:**

Darlene Trammell, ADEM	Mimi Diaz, AZ Geological Survey
Sue Wood, ADEM	Cliff Pearlberg, AZ State Land
Beth Zimmerman, ADEM	Mike Johnson, AZ Water Resources
	Nancy Selover, State Climate Office

## Discussion Items:

1. Introductions and Overview
2. DMA2000
  - a. Plan DescriptionUpdate Requirements  
Process
3. Review
  - Adoption by State of Arizona and Approval by FEMA
  - Introduction
  - Planning Process
  - Community Descriptions
4. Discuss Risk Assessment
  - a. Historical Hazard Events
  - b. Top Hazard IdentificationUpdate Hazard Data
5. Goals
  - a. Mitigation Measures



# Meeting Minutes

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Planning Team Meeting #1

**Attendees:** Darlene Trammell, ADEM  
Sue Wood, ADEM  
Beth Zimmerman, ADEM  
Mimi Diaz, AZ Geological Survey  
Cliff Pearlberg, AZ State Land  
Mike Johnson, AZ Water Resources  
Nancy Selover, State Climate Office

**Next Meeting:** TBD – email sent to Team requesting availability for end of July.

## Discussion Items:

### Introductions (Lead by D Trammell)

- Meeting began at 9:00am with all Planning Team members present.
- All members introduced themselves by name, agency and responsibility.

### Overview of DMA2000/Plan/Update Requirements & Process

- D Trammell – provided brief explanation of the requirements and how planning benefits the State financially and protection wise.
- Review of the planning components, process and the schedule and deadlines for meetings, drafts, adoption, review and approval.
- Discussed updating the Plan to more accurately reflect Arizona from a more comprehensive and personal perspective.
- Discussed FEMA review and approval process.
- S Wood – discussed the process ADEM has been using to begin updating the Plan in regards to changing/adding/removing information and the reasoning behind it. The original Plan was developed by a contractor, update is primarily being done by ADEM. Mentioned also that the original Plan included “fluff” or information that was irrelevant and/or redundant.

### Plan Draft Review

#### Community Overview Section:

- M Diaz - Pinal County’s rapid growth should be pointed out or talked about in this section.
- M Diaz – Fissure ordinances will soon be required in some capacity. Will keep us informed.
- N Selover – Mining is making a “comeback” in the State. Therefore, posing new hazard risks. M Diaz will provide updated information from the AZ Dept of Mines/Mineral Resources to include in the state portion of this section.
- The accuracy of the Historic Disaster Events by County was discussed. S Wood - the data was derived from the county plans. The basic criteria used to filter records is known and in the Plan under the table. However, the date parameters for the event data is unknown. It was agreed, there could be a lot of 3<sup>rd</sup> party info and/or hearsay. Accurate historical data is challenging to obtain as many sources were used.

#### Risk Assessment:



- **Team Decision** – to include a narrative for the questionable historical data in the Plan (Comm Overviews & State data in Risk Assessment) explaining the challenges and issues based on the quality of record keeping, dates of records, various and sometimes unknown sources. Additionally, it was agreed upon to change the total number of “database records” from 1,450 to the amount from 1966-Present, which were used to determine the historical disaster events data.
- M Diaz – What is the actual source of the State Historical Disaster Event data. It indicates “ADEM”, but that is very broad? S Wood – the data was compiled by the contractor during the orig Plan development. The data dates back to 1849 and is from various sources; state agencies, media, articles, etc. ADEM was listed as Source as the supporting data is held by ADEM.
- Total Expenditures in Historical Events table was questioned. Planning Team it might be helpful to know the type of expends; State, Federal, etc. This will be looked into by ADEM.
- M Johnson – recommended the Declared Disaster table should be before the Undeclared Disaster table. This applies to the listings in the narrative as well.
- **Team Decision** – it was agreed the above recommendations make sense and will be implemented.
- C Pearlberg – will send S Wood a database he keeps updated with fire info; events, location, evacuees, etc. Data may provide further insight to the wildfire data.
- M Diaz – Landslide/Mudslide hazard title should be changed to just Landslide and Debris Flow should be added. B Zimmerman – CFR’s refer to Land/Mud the same way. The issue was discussed by group.
- **Team Decision** - it was decided to leave as is and that Debris Flow is or will be covered in the Land/Mud hazard profile.
- C Pearlberg/B Zimmerman – discussed FMAG and researched to find that an approved hazard mitigation plan is required for eligibility and State Land is always the Grantee.
- M Johnson – why was Earthquake taken out? S Wood – only 1 dec since 1966 w/low amount of damages. The group discussed the actual (unrecorded) historic events and the risk, especially in Yuma County.
- **Team Decision** – Earthquake will be included and profiled in the Plan.
- Drought – N Selover (Climate Ofc) agreed to work on the profile instead of M Johnson (ADWR).
- N Selover – Monsoon is not a “hazard” but a season of thunderstorms and should be taken out of the Plan as a separate hazard. B Zimmerman – there are actually declared monsoon disaster. Explained why they were declared as Monsoons and how that is looked at for future events/funding.
- **Team Decision** – keep Monsoon as a hazard to be profiled in the Plan. N Selover will work on profile.

State Capability:

- Group discussed that recent progress and activities (other than orig Plan mit actions) within the State relating to mitigation should be included in this section.
- Future Note – the Planning Team will be asked for that info when we work on that Section.

Mitigation Goals/Actions:

D Trammell – provided each Team Member with a copy of the mitigation goals/actions from the orig Plan. Explained that this list is what remains of the list in the orig Plan. There was a great deal more due to the orig Plan including hazards that are addressed in other plans. These hazards are not profiled in the update nor will they be in the future. Team Members were asked to review the actions and provide information on the progress and to, if necessary, make changes to make them more realistic, specific and action oriented. Also requested was the addition of any newly identified actions. The work will be reviewed at the next planning meeting.

**Homework**

Hazard Profiles

Team Members received copies of the hazard profiles (from orig Plan) that are in their area of expertise. They were asked to update the information and improve if necessary as well as updated data for maps.

The assignments are as follows:

M Johnson – ADWR

- Dam Failure



- Flooding/Flash Flooding  
N Selover – State Climate Office
- Drought
- Monsoon
- Thunderstorms/High Winds
- Tornadoes/Dust Devils
- Tropical Storms/Hurricane
- Winter Storms  
M Diaz – AZ Geological Survey
- Earthquake
- Fissure
- Landslide/Mudslide
- Subsidence  
C Pearlberg – State Land
- Wildfires

#### Mitigation Goals & Actions

##### All Team Members

- Review goals/actions to provide:
  - Progress on orig Plan actions;
  - Changes/corrections/deletions of existing;
  - Newly identified actions.
- **Team Decision** – will plan to have homework completed by end of July.

#### **Misc Action Items**

M Diaz

- Provide S Wood info on mining “comeback” in AZ.
- Provide S Wood info on undeclared Fissure events.  
C Pearlberg
- Provide S Wood with event database with details including # of evacuees.



## State Multi-Hazard Mitigation Plan Update Planning Team Meeting #1

**Date:** June 27, 2007  
**Time:** 9:00am – 12:00pm  
**Location:** Arizona Division of Emergency Management  
 Papago Park Military Reservation  
 Recovery/DFO Bldg# 5507  
 Phoenix, AZ

Name (Print)	Title	Agency/Organization	Signature
Cliff Pearlberg	Prevention/Relic Affairs	Forestry - State land	<i>[Signature]</i>
Michael Johnson	Dam Safety Manager	ADWR	<i>[Signature]</i>
Mimi Diaz	Phoenix Branch Chief	AZ Geo Survey	Mimi Diaz
Guson Wong	MIT Planning Program	ADEM/ MIT	<i>[Signature]</i>
Chloe Kimmell	State Haz. Mit. Officer	ADEM/ MIT	<i>[Signature]</i>
Courtney Walters	Admin. Assit	ADEM/ Mit.	<i>[Signature]</i>
Nancy Selover	State Climatologist	State Climate Office	<i>[Signature]</i>
Beth Zimmerman	Recovery Manager	ADEM/ Recovery	<i>[Signature]</i>



# Meeting Agenda

**Date:** June 27, 2007

**Time:** 9:00am – 12:00pm

**Title:** State Multi-Hazard Mitigation Plan Update  
Planning Team Meeting #2

**Attendees:** Darlene Trammell, ADEM  
Sue Wood, ADEM  
Beth Zimmerman, ADEM

Mimi Diaz, AZ Geological Survey  
Cliff Pearlberg, AZ State Land

## Discussion Items:

1. Opening/Overview of Meeting
2. Risk Assessment
3. Hazard Profiles
4. Mitigation Strategy
5. Action Prioritization



# State Multi-Hazard Mitigation Plan Update Planning Team Meeting #2

**Date:** September 7, 2007  
**Time:** 9:00am – 12:00pm  
**Location:** Arizona Division of Emergency Management  
 Papago Park Military Reservation  
 Mitigation Office  
 Phoenix, AZ

Name (Print)	Title	Agency/Organization	Signature
Darlene Trammell	SHMD	ADEM	<i>[Signature]</i>
Susan Wood	Planning Proj. Mgr. ADEM	ADEM	<i>[Signature]</i>
Bob Kimmel	HMGP/FAA, Pima Ave	ADEM	<i>[Signature]</i>
Cliff Pearlberg	PIO/Prevention/Training	ASLP - Forestry	<i>[Signature]</i>
Courtney Walters	Admin. Assistant II	ADEM	<i>[Signature]</i>
Mimi Diaz	Prx. Br. Chief	AZGS	<i>[Signature]</i>



# Meeting Minutes

**Date:** September 7, 2007

**Time:** 9:00am – 11:00pm

**Title:** State Multi-Hazard Mitigation Plan Update  
Planning Team Meeting #2

**Attendees:** Darlene Trammell, ADEM  
Sue Wood, ADEM  
Robert Kimmell, ADEM  
Mimi Diaz, AZ Geological Survey  
Cliff Pearlberg, AZ State Land

**Next Meeting:** TBD

## Discussion Items:

### Opening (S Wood)

- Meeting began at 9:00am with above members present.
- Discussed today's meeting format.

### Plan Draft Review

#### Risk Assessment:

- Members will review the profiles that pertain to their expertise and provide input.
- Maps were discussed, but agreed they look good. There was much work put into this task with JE Fuller as members were enthusiastic to find the best possible way to illustrate the hazards to Arizona.

#### Mitigation Goals/Actions:

- Action list draft reviewed. Draft is result of weeks of work and correspondence between Team Members ironing out the original actions (results from process in Appendix B).
- There are some actions that we want to remain, but could use a bit more adjusting.
- Used action spreadsheet (action draft) to vote on prioritization (method explained in Mitigation Strategy).



# Meeting Overview

## State Hazard Mitigation Plan Update

**Date:** June 28, 2007

**Time:** 11:00am – 12:00pm

**Location:** Dan Roe's office at ADEM

**Purpose:** HazMat Hazard Profile Update

**Attendees:** Dan Roe/AZERC, Sue Wood/ADEM, Roger Soden/AZERC,  
Richard Eaton/AZERC

**Next Mtg:** TBD

### Discussion Items:

Hazard Profile

S Wood –

- Gave an overview of the Plan.
- Explained the reason for including HazMat in our mitigation plan.
- Explained the Plan requirements and how it affects the profiles.
- Explained the request for AZERC to update and refresh the HazMat profile.

### Issues/Concerns:

D Roe –

- Concerned having maps displaying locations of hazmat facilities in the Plan.
  - Requested the maps be included only in the version of the Plan that is not distributed.
  - Recommended the hazmat profile consist of a reference to state and federal agencies involved in handling this area.

### Outcome:

- The FEMA guidance does not require maps in the Plan. Therefore, the decision to include maps will be AZERC's. However, the required hazard information must be included such as history and future probability/magnitude.
- S Wood will research the historical events to ensure the most significant are included in the profile.
- AZERC will work on the remainder of the profile material and attempt to have completed within 30 days.



# Meeting Overview

## State Hazard Mitigation Plan Update

**Date:** June 29, 2007

**Time:** 9:00am – 11:00am

**Location:** JE Fuller Office

**Title/Purpose:** Possible Consulting Activity for State Plan Update

**Attendees:** Scott Ogden/JE Fuller, Dwight Nield/JE Fuller, Sue Wood/ADEM

**Next Meeting:** TBD

### Discussion Items:

- Original Plan and the obvious deficiencies and needed changes.
- Update draft thus far.
- FEMA guidance (Nov 06) and how this effects our Plan update.
- Hazard Profiles being updated by team members.
- Need for mapping services; update and new format (logos, Plan name, etc).
- Need for vulnerability analysis assistance; reformat to meet req's, use valid and logical data and methodology and update necessary info.
- Timeframe and deadlines.

### Issues/Concerns:

#### Mapping

- Timing, data delivery format and correspondence were discussed.

#### Vulnerability

- Fuller does not have and is unsure of the data used in the orig Plan VA.
- Lengthy and involved process to complete a new VA.

#### Overall

- Timeframe, deadlines and the time the state procurement process will take in order to contract Fuller's services so work can commence.

### Outcome:

- Mapping for update will include a new format; ADEM logos, Plan title, data dates, etc.
- Fuller has shape files for maps in our orig Plan. Files were provided by URS for Fuller's use during local plan development.
- Mapping data discussions at Planning Mtg #1 indicate team members understand the data requirements necessary for proper mapping. Additionally, JE Fuller and team members can communicate to ensure smooth delivery.
- Fuller believes completing an improved VA is possible within 60 days.
- SHMO will be consulted for final decision on contracting Fuller's services.